



## **Managed Risk Medical Insurance Board**

1000 G Street, Suite 450

Sacramento, CA 95814

(916) 324-4695 FAX: (916) 327-6245

[www.mrmib.ca.gov](http://www.mrmib.ca.gov)

## **JOB OPPORTUNITY BULLETIN**

*Join an exciting, fast-paced, and highly visible office!  
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### **RE-ADVERTISEMENT**

#### **Executive Assistant/ Legal Secretary/ Staff Services Analyst/ Office Technician (Typing)**

**Monthly Salary: (EA) \$3,288 - \$3,996 (LS) \$3,038 - \$3,692 (SSA) \$2,817 - \$3,426 (OT)  
\$2,686 - \$3,264**

**One Permanent/Full-Time Position**

**Location: Downtown Sacramento**

**Position Number: 443-300-XXXX-XXX**

**Refer to Job ID# 09-LEG-038**

**Final Filing Date: September 13, 2010**

#### **General Statement of Duties:**

Under the general direction of the Chief Counsel, the Executive Assistant acts as a personal assistant to the Chief Counsel, performs difficult and responsible secretarial work, relieving the Chief Counsel of a variety of administrative tasks. As requested, maintains the daily schedule of the Chief Counsel, screens requests for appointments, and schedules meetings. Coordinates meetings, screens phone calls and independently returns calls involving program and logistical information for the Chief Counsel to a wide variety of entities including the Governor's Office, state and federal legislative offices, government officials, business partners, advocates, and others. Confers with the Chief Counsel orally and electronically to keep the Chief Counsel informed of daily activities and developments. Assists the Chief Counsel and legal staff in preparing for meetings, hearings, conferences, speaking engagements, and other events. Conducts research on special projects. Maintains calendar of Legal Division workload and priorities. As requested and available, performs similar duties to assist the Deputy Director for Legislation and External Affairs.

As requested and available, performs a wide variety of tasks, including typing, delivering documents, photocopying, conveying information, proofreading, producing binders, organizing materials for meetings and hearings; preparation and organization of binders; and other support for staff of Legal Division and Legislation and External Affairs Division. As requested, assists Legislative Coordinator in screening and tracking legislation.

Maintains central document files. Maintains and updates law library; coordinates with Business Services Office to make sure all needed law library materials are ordered, tracked and received. Maintains supplies of resource documents and resource files for Legal Division and Legislation and External Affairs Division. Gathers and organizes information for the Legal and External Affairs divisions.

Directs the flow of mail to the Chief Counsel and the Deputy Director for Legislation and External Affairs, determines priority, and routes to appropriate staff for action or response. Tracks correspondence. Drafts responses to correspondence for signature as directed. Maintains privacy for sensitive documents on which the Chief Counsel and other counsel must take action, such as privileged legal documents or position changes. As requested, reviews outgoing correspondence for accuracy, grammar, and proper format. Organizes and maintains the Chief Counsel's filing system. As requested, provides similar services for the Deputy Director for Legislation and External Affairs.

Conducts special projects, which may include representation on work groups, research, and other activities. In conformance with MRMIB policy and FPPC regulations; makes complex travel arrangements and prepares travel itineraries, prepares and processes travel expense claims; may assist the Director's Executive Assistant with Board meetings and the preparation for those meetings, and performs other related duties.

**Who May Apply:**

Applicants who previously applied are still under consideration and need not re-apply. Individuals at the Executive Assistant, Legal Secretary, Staff Services Analyst, or Office Technician (Typing) level or those who have list, transfer or reinstatement eligibility to these classifications may apply. The duties will be modified accordingly based on the classification in which the hire is made. Only the most qualified candidates will be interviewed. Hire may be restricted to SROA or surplus state employees. Surplus candidates must submit copy of surplus status letter. Interested parties should submit a Std. 678, State Application (available at [www.jobs.ca.gov](http://www.jobs.ca.gov)). In the Explanation Section of the application enter Job ID# 09-LEG-038 and Position # 443-300-XXX-XXX and the basis for appointment eligibility. For list eligible candidates, attach your examination results. Send to:

**Managed Risk Medical Insurance Board  
1000 G Street, Suite 450  
Sacramento, CA 95814  
Attn: Robin Conover – Personnel**

**Applications must be RECEIVED in the Personnel Office by 5:00 p.m. on the Final Filing Date: September 13, 2010.**

If you have questions regarding this information, please contact Robin Conover at (916) 445-3940.

*Equal Employment Opportunity Employer to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.*